

CITY OF WILLMAR

**PLANNING COMMISSION MEETING
7:00 P.M. ON WEDNESDAY, DECEMBER 18, 2019
CONFERENCE ROOM #1
CITY OFFICE BUILDING**

Chair: Steve Gardner

Vice Chair: Rolf Standfuss

Members: Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry Sieck, Dr. Jerry Kjergaard, Christina Nelson, and Rhonda Otteson.

AGENDA

1. Meeting Called to Order
2. Minutes of November 20, 2019 meeting
3. Willmar Public High School Sign
4. Commercial Corridor Rezone Extension Discussion
5. Epitopix Annexation
6. Opportunity Zone Overlay District Incentives Discussion
7. Miscellany
8. Adjourn

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, NOVEMBER 20, 2019**

MINUTES

1. The Willmar Planning Commission met on Wednesday, November 20, 2019, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

Members Present: Steve Gardner, Jeff Kimpling, Dr. Jerry Kjergaard, Cletus Frank, Jonathan Marchand, and Christina Nelson

Members Absent: Rolf Standfuss, Rhonda Otteson, and Terry Sieck

Others Present: Sarah Swedburg – Planner, Aaron Backman – Kandiyohi County & City of Willmar EDC Executive Director, Connie Schmoll – Kandiyohi County & City of Willmar EDC, Justin Paffrath – 409, LLC.

2. MINUTES: Minutes from the November 6th meeting were approved as presented.
3. PAFFRATH PHLATZ PUD CUP – FILE NO. 19-04: The public hearing opened at 7:01p.m. Staff presented a request by Justin Paffrath representing 409, LLC of Spicer, MN for a conditional use permit to allow a twin home Planned Unit Development, on property described as follows: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW). The property is zoned R-2 (One- and Two-Family Residential), and the property has shared ingress/egress on 15th St SW. Parking is adequately provided and setbacks meet zoning ordinance standards. This PUD would allow the property to have separate ownership instead of being in the rental pool as it historically has been.

Justin Paffrath expressed concern regarding Park Dedication Fees & Municipal Utilities policy requirements. Staff suggested these concerns be addressed with the Paffrath Phlatz Minor Subdivision request (next item).

No one else appeared to speak for or against the request and the public hearing closed at 7:06 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Staff clarified that the garage depicted on the Preliminary Plat is owned by the property north of the project area of interest.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Dr. Kjergaard made a motion, seconded by Mr. Frank, to approve the conditional use permit for a planned unit development, with the following conditions:

- A. The Paffrath Phlatz Minor Subdivision shall be approved by Planning Commission and City Council.
- B. The use shall comply with all applicable local, state, and federal rules, laws, and regulations at all times.

The motion carried.

4. PAFFRATH PHLATZ MINOR SUBDIVISION – FILE NO. 19-04: Staff presented a preliminary plat on behalf of Justin Paffrath representing 409, LLC of Spicer, MN for the minor subdivision of property described as follows: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW). This subdivision accompanies the previously seen CUP agenda item, and is intended for an existing twin home to be split along the party wall & allow for separate ownership of the dwelling units.

Mr. Paffrath expressed concerns regarding the Park Dedication Fees & Municipal Utilities policy requirements. The Commission discussed the Park Dedication Fee requirements. Staff reminded commissioners that during the first meeting in November, they gave direction to calculate this fee based off of land value as determined by Kandiyohi County. The Commission did not want to see this requirement hinder the Subdivision process when no new development is taking place & no additional dwelling units are being created.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Planning Commission discussed a number of scenarios in town where issues have arisen due to shared utility services in duplexes with separate ownership. It was suggested that Mr. Paffrath have further conversation with Municipal Utilities regarding their comments. Staff will follow up on this item.

The Commission discussed this item being in alignment with efforts to continue to create a variety of home ownership opportunities, but also recognized that when splitting a home for separate ownership, there are a number of provisions that need to be in place to protect the future owners. The Planning Commission directed staff to further research other Cities' Park Dedication fee policies in these scenarios.

Mr. Kimpling made a motion, seconded by Dr. Kjergaard, to table this item for further research.

The motion carried.

5. MISCELLANY: Aaron Backman & Connie Schmoll of the Kandiyohi County & City of Willmar Economic Development Commission presented updates regarding Opportunity Zone & Epitopix projects.

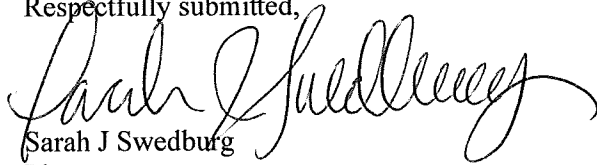
Ms. Schmoll informed the Planning Commission that property owners are being solicited for annexation of property on the West side of town, which is the next step in the overall Epitopix project. Epitopix needs City utility access for major expansion plans. The Township is favorable of this project & the EDC/City of Willmar has been awarded an IBDPI grant through the State of Minnesota for \$1.3 million for sewer main line expansion. The Commission will see this annexation at a meeting in the near future.

Mr. Backman reminded the Planning Commission of the designated Opportunity Zone that encompasses the City's downtown & surrounding residential neighborhoods to the East & South. They have had a number of inquiries from potential developers & property owners interested in selling their property for such developments since an article was published in the West Central Tribune. The EDC is working with Golden Shovel to develop an "Opportunity Zone Prospectus" to aid in the attraction of development. The Planning & Development department is currently working on drafting a local incentive package & overlay district to further entice development in

the Opportunity Zone, as well as create the ability for current property owners and smaller-scale local developers to partake in investment in this area.

There being no further business to come before the Commission, the meeting adjourned at 8:25 p.m.

Respectfully submitted,


Sarah J Swedburg
Planner

PLANNING COMMISSION – NOVEMBER 20, 2019

STAFF COMMENTS

1. PAFFRATH PHLATZ PUD CUP – FILE NO 19-04:

- The applicant is Justin Paffrath representing 490, LLC of Spicer, MN.
- The applicant is requesting a conditional use permit for a planned unit development that would allow a duplex to be owned by two separate parties on property described as: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW).
- The parcels are zoned R-2 (One- and Two-Family Residential).
- The applicant has also submitted a request for a Minor Subdivision.
- All minimum density and lot sizes meet PUD standards.
- The dwelling units currently exist on the lot, and there are no proposed changes at this time. All setbacks are met by Zoning Ordinance standards.
- The parcels are accessed off of 15th St SW via a shared driveway.
- The parcels are currently connected to City utilities.
- This application will allow the duplex to be sold to two separate owners.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The Paffrath Phlatz Minor Subdivision shall be approved by Planning Commission and City Council.
- B. The use shall comply with all applicable local, state, and federal rules, laws, and regulations at all times.

2. PAFFRATH PHLATZ MINOR SUBDIVISION – FILE NO 19-05:

- The applicant is Justin Paffrath representing 490, LLC of Spicer, MN.
- The applicant is requesting a subdivision that would allow a duplex to be split along a party wall on property described as: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW).
- The subdivision meets the qualifications of a Minor Subdivision.
- The parcels are accessed off of 15th St SW via a shared driveway.
- The parcels are zoned R-2 (One- and Two-Family Residential).
- A Conditional Use Permit for a PUD has been submitted by the same applicant and the previous item was a review of the application.
- All lots meet the minimum lot size requirements according to PUD Standards.
- No park dedication fees were paid on previous plats. Current Park Dedication fees are estimated at approximately 1,043 square feet or \$1,722, based off of the Kandiyohi County Land Value of \$24,600.

Fire Chief/Fire Marshal: I have reviewed the Paffrath Phlatz Plat. It appears that this area meets our current fire service needs. This may change if building plans are submitted.

MUC: Electric currently served by PED on Southeast corner of lot. Each side of duplex has separate meter.

If individual premises are to be under separate ownership, each premise shall be served by a separate water service.

Engineering Department: No changes are proposed to the public street; none are needed.

Sanitary sewer exists in 15th St SW. It is assumed the sewer service will remain unchanged. It is suggested that the applicant address concerns with regard to maintenance of the on-site sanitary sewer system. No changes are needed to the sanitary sewer system.

Considering no changes are proposed to the site, there are no requirements to manage stormwater.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. Declarations/covenants for party wall & shared driveway shall be submitted to Staff and recorded concurrently with plat for ease of tractability.
- B. Park Dedication or Cash in Lieu shall be paid or dedicated prior to recording of final plat.
- C. A separate water service shall be installed for the proposed Lot 1, Block 1 dwelling unit, as required by MUC.
- D. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.



CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: 12/11/19 FEE PAID: _____ APPLICATION #: 19-60

Quick Signs 2701 30th St NE G
APPLICANT'S NAME PARCEL # & ADDRESS OF SIGN LOCATION ZONING DISTRICT

ISD # 347 611 5th Street SW
OWNER'S NAME (if different than applicant) OWNER'S ADDRESS

" "
PROPERTY OWNER'S NAME PROPERTY OWNER'S ADDRESS

Quick Signs 919 First Street S
SIGN CONTRACTOR CONTRACTOR'S ADDRESS

Lighted Cabinet Sign + Digital Sign 75" x 144" + 56" x 144" = 131 s.f.
TYPE OF SIGN HEIGHT X WIDTH - AREA (SQ. FT.)
25' 8' N/A N/A
OVERALL HEIGHT SETBACK VEHICULAR CLEARANCE PEDESTRIAN CLEARANCE

COMMENTS: Install a lighted cabinet sign/digital sign on two pillars
on the NE side of the S entrance to Willmar Sr. High School

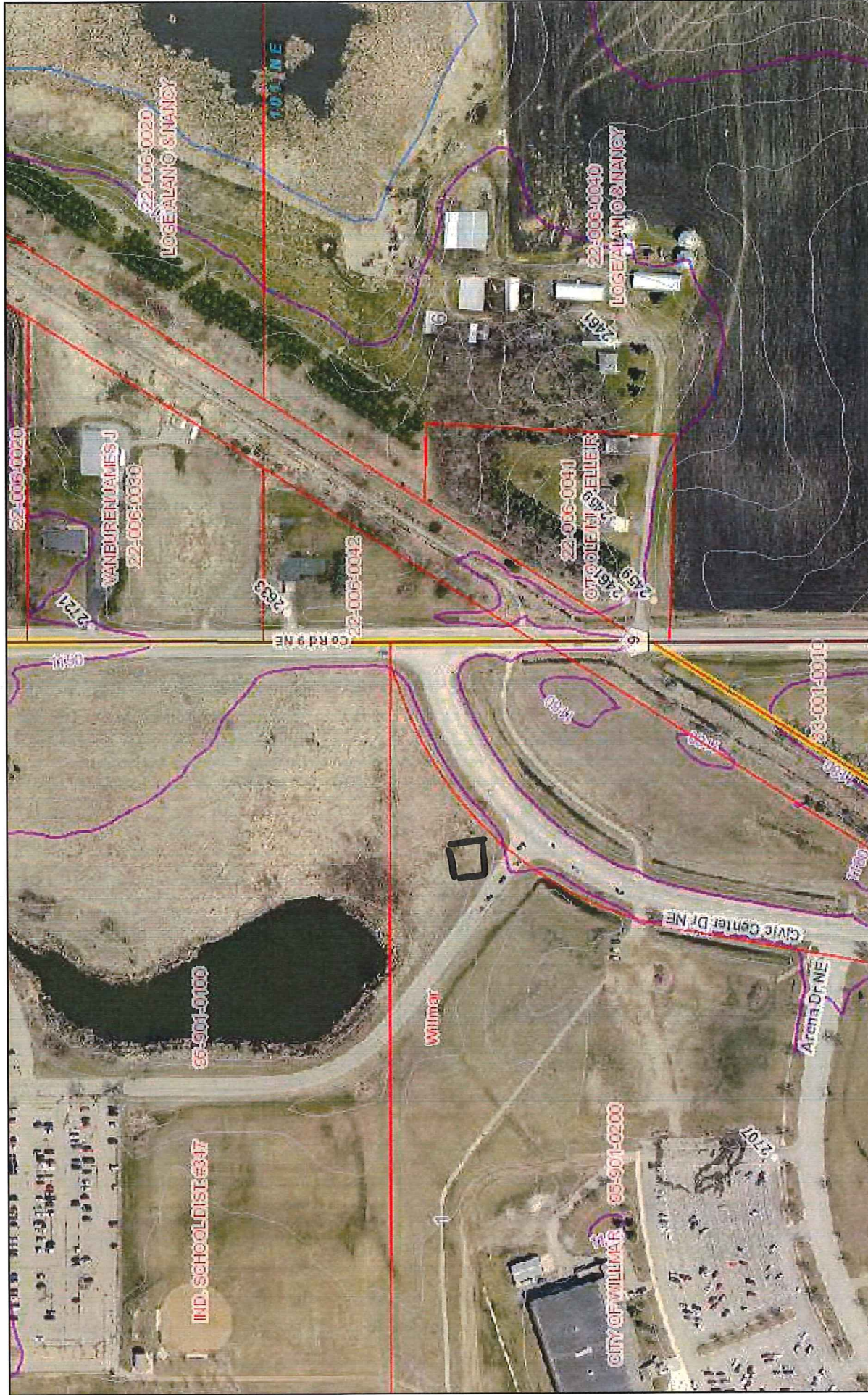
PERMIT DETERMINATION
APPROVED: _____
DENIED: _____
DATE: _____

CONTACT PHONE # 320-235-7411
Gary Laughlin
APPLICANT'S SIGNATURE

ZONING ADMINISTRATOR'S SIGNATURE

FEE AMOUNT PAID: _____
DATE PAID: _____
PAYMENT TYPE: _____
CHECK NO.: _____
RECEIPT NO.: _____

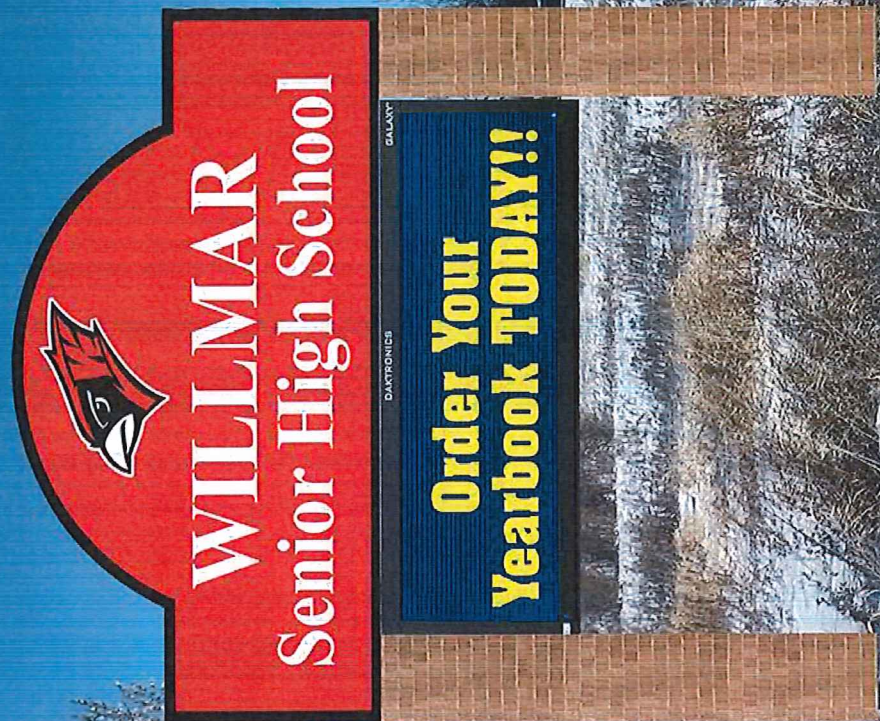
ATTENTION: Right-of-way location verification
is the responsibility of the applicant.

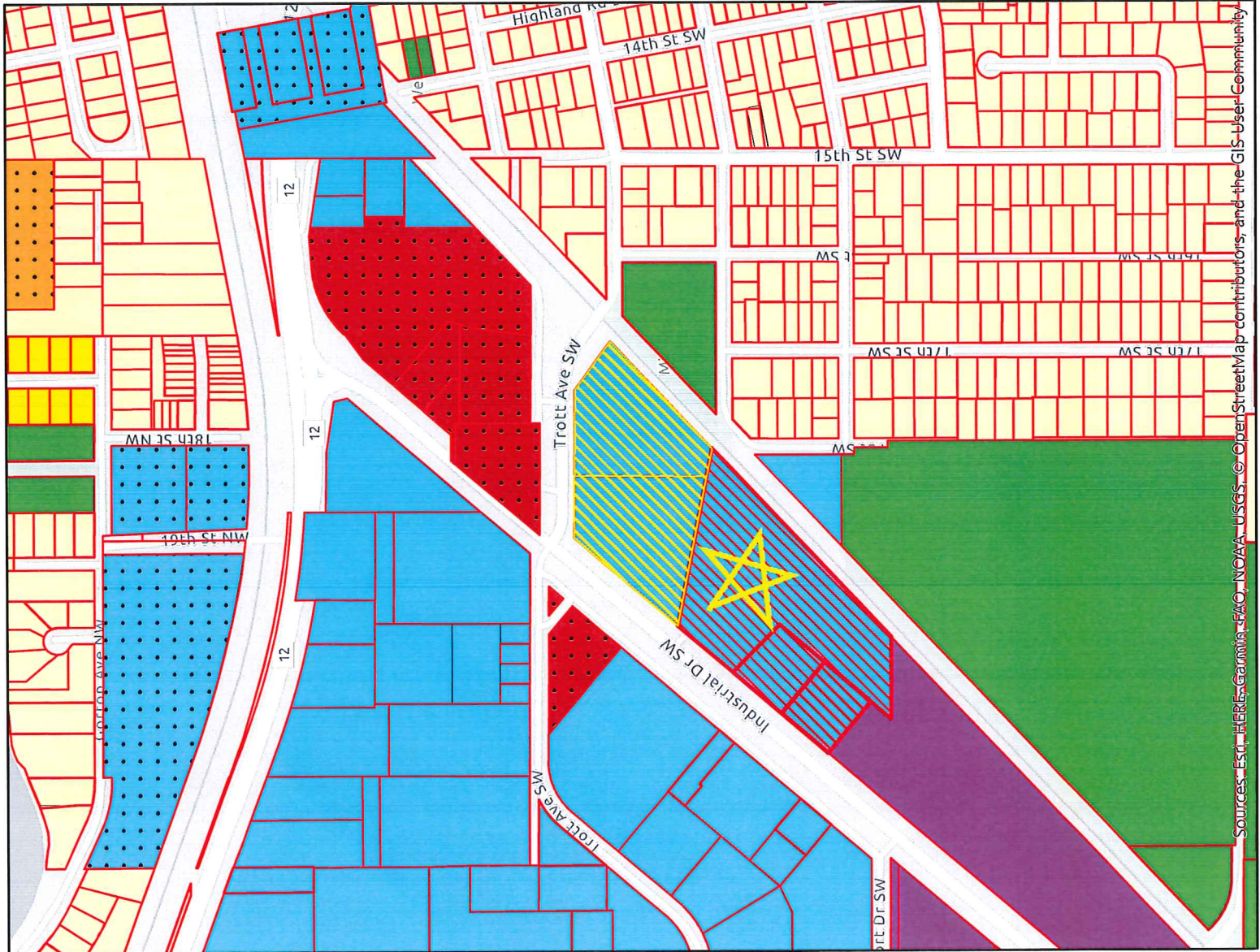


December 11, 2019

1:4,103

Cabinet Sign 100" h x 192" w
Digital Sign 56" h x 144" w
Overall Height 25'





History:

In 2018, the Planning Commission created a Commercial Corridor along Industrial Drive SW from Highway 12 to Trott Avenue SW to allow for commercial amenities & services to be in close proximity to the Industrial Park.

Current Issues:









In this oldest part of the industrial park, it is proving difficult to find interested industrial users/buyers due to the properties being small in size & the buildings not up to current standards, such as sidewall heights.

Woody's Trucking & Fed Ex both operate out of the properties symbolized on the map with yellow stripes (just north of the starred property).

Request:

The City & EDC have been approached by another property owner & potential user who would like to request this corridor be expanded further south.

Zoning

	Government		1 & 2 Family Residential
	General Business		Low-Density Multi-Family Residential
	Light Industrial		Medium-Density Multi-Family Residential
	Heavy Industrial		
	Park		

Epitopix Annexation Timeline

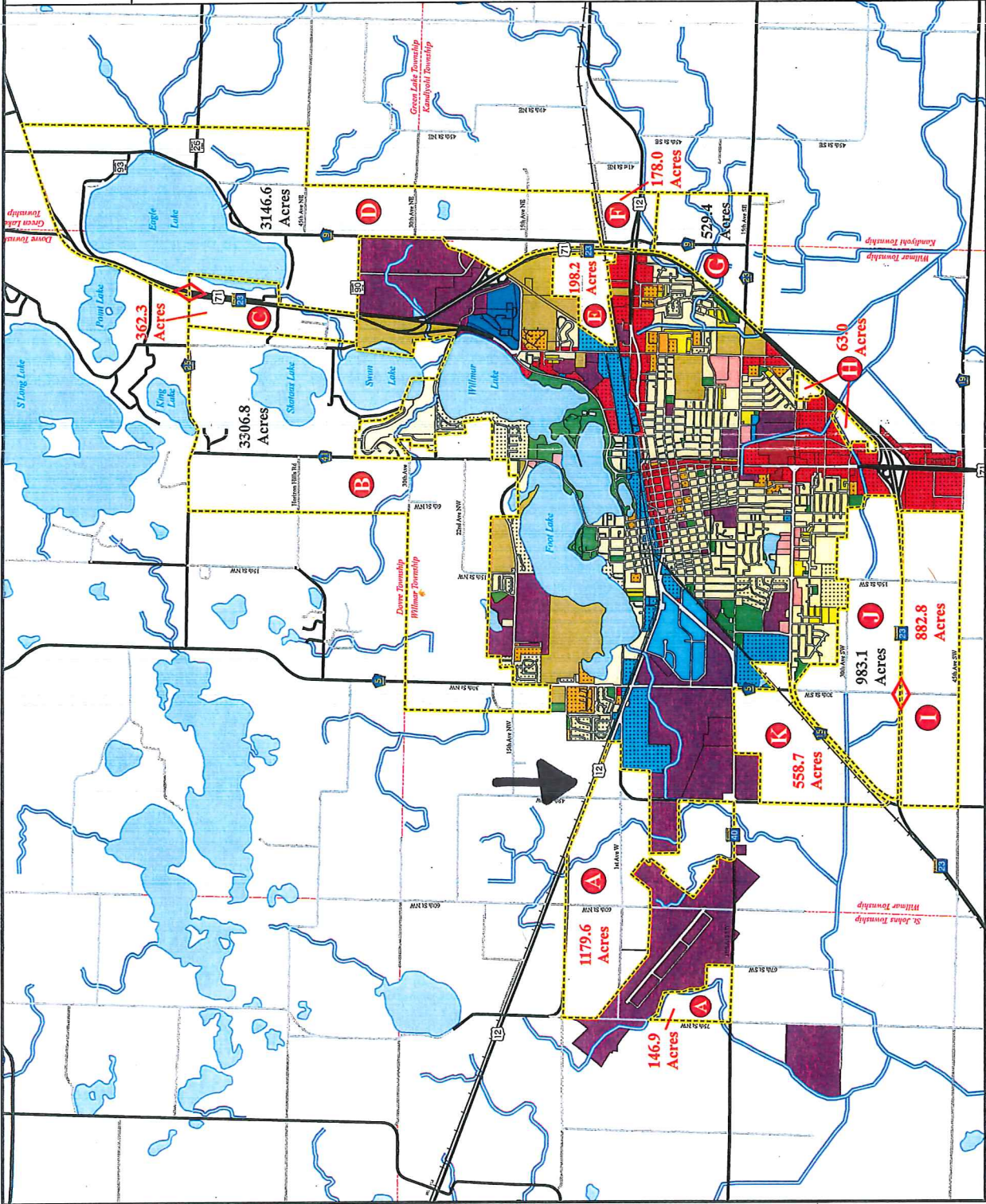
Minnesota Statute 414.0325 – Orderly Annexation

- November 4, 2019 – Feasibility request sent to various City/County Departments; Petition ready for property owner signatures; Timeline & notice of Electric Utility Service impact available petitioners.
- November 5, 2019 – Initial meeting with Willmar Township to provide details & answer questions about upcoming annexation (7:30pm, Willmar Municipal Utilities Board Room)
- December 18, 2019 – Willmar Planning Commission will review petition for annexation (7pm, Willmar City Offices Front Conference Room)
- December 23, 2019 - Publish "intent to include property in an orderly annexation agreement" in West Central Tribune for City & Township.
- January 6, 2019 – Willmar City Council introduction of petition for annexation & resolution to execute Joint Orderly Annexation Agreement with Willmar Township for public hearing (7pm, County Health & Human Services Building)
- January 7, 2019 – Willmar Township will review petition for annexation & resolution to execute Joint Orderly Annexation Agreement with Willmar City Council (7:30pm, Willmar Municipal Utilities Board Room)
- January 10, 2019 (or before) – Executed Ordinance sent to Willmar Township & State of MN Municipal Boundary Adjustments
- Receive approved annexation from State (depending on their load, will take 2+ weeks)
- Record executed Ordinance with Kandiyohi County Recorder

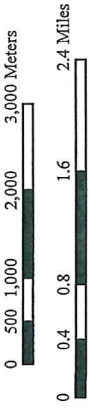
Map 6A:

Legend

- 
- Urban Growth Boundary



Prepared by Mid-Minnesota
Development Commission
February 2009



Urban Growth Area Descriptions

Map 6A shows the location of each Urban Growth Area described below. It is the City's desire to preserve agricultural land for as long as is feasible and to deter sprawl and/or leapfrog development.

- A AREAS A** The two Urban Growth Areas surrounding the airport should be reserved for airport related business and industry. The land should remain in agricultural use pending the logical expansion of industrial use through annexation, as the City expands to the West and municipal services become available. Areas A contain approximately 1,327 acres of land all impacted by Airport Zoning. It may also be the site of a future railroad bypass.
- B AREA B** Low density residential development with scattered nodes of neighborhood commercial development, including limited retail and service businesses, as municipal services are made available (approximately 3,307 acres).
- C AREA C** Future interchange with expanded highway commercial development when municipal services become available. There will also be some mixed density residential development (approximately 362 acres)
- D AREA D** Area D, containing approximately 3,147 acres, will have low density residential development with scattered nodes of neighborhood commercial development, including limited retail and service businesses.
- E AREA E** This area will continue with agricultural uses until access and services become available. Future conversion of the existing railroad spur line to a trail as a link in the current trail system is anticipated. Development will transition from industrial in the south (where it currently exists) to residential in the north. Area E contains approximately 198 acres.
- F AREA F** Limited commercial development when municipal services become available (approximately 178 acres).
- G AREA G** Residential development when municipal services become available (approximately 529 acres).
- H AREAS H** Agricultural until annexed. Commercial development when municipal services become available (approximately 63 acres).
- I AREA I** Mixed commercial and light industrial development transitioning to mixed residential development as municipal services become available (approximately 883 acres).
- J AREA J** There will be residential development with limited commercial development adjacent to the interchange planned at CSAH 15 (approximately 983 acres).
- K AREA K** Agricultural uses changing to industrial as municipal services become available (approximately 559 acres).

Section A: Economic Growth

1. **GOAL:** To have an economically sustainable community offering a diverse set of services, goods, and employment opportunities.
2. **OBJECTIVES:**
 - a. Promote economic development which will be beneficial to the community, including tax base enhancement, increased aesthetics, and expanded employment opportunities.
 - b. Promote the existing economic base and the expansion of existing businesses.
 - c. Work with the Economic Development Commission on a variety of business retention and expansion activities.
3. **POLICIES:**
 - a. Encourage programs that promote diversified commercial growth to meet the needs of West-Central Minnesota.
 - b. Strengthen the business districts through various development and redevelopment programs.
 - c. Encourage full development of existing industrial and commercial land within the City.
 - d. Encourage the expansion of existing, and development of new, businesses at suitable locations.
 - e. Encourage commercial property owners to maintain and upgrade their existing buildings and land through reasonable design standards and maintenance ordinances.
 - f. Vacant properties should meet property maintenance standards.
 - g. Provide reasonable and safe access to all retail and industrial uses.
 - h. Provide adequate parking for all business and community needs, when feasible.
 - i. The impact on parking should be examined prior to making land use decisions.
 - j. Industrial and commercial land uses shall be located in areas where the adverse impact on surrounding land uses is minimized.

- k. Commercial and industrial uses should be located on soil types that are most able to accommodate such development.
- l. Industrial sites should have good access to utilities and transportation routes.
- m. Air, water and noise pollution from industry should be monitored and regulated in accordance with the MPCA (and MS4 requirements).
- n. Industrial and commercial sites should be preserved for future growth and not utilized for further residential development.
- o. Development should occur only in areas where utilities can be provided with optimal efficiency and cost.
- p. Provide for the orderly expansion of commercial, industrial, and residential areas.
- q. Encourage development through government participation in public finance programs such as JOBZ, tax increment financing, Economic Development Commission programs, etc.
- r. Promote green space and outdoor amenities by incorporating them into commercial and industrial development plans.
- s. Cultivate positive aesthetics and image of commercial, industrial, and residential areas, encouraging continual renewal and improvement.
- t. Encourage the expansion of medical services in the community, recognizing these services as a major industry bringing jobs and visitors to the City.
- u. Facilitate housing and community services as demographics change, in preparation for the baby boomers as seniors, when reviewing development plans.
- v. Promote activities of the Economic Development Commission, Chamber of Commerce, and other community organizations for both business retention and expansion.
- w. Promote Willmar as a great location to host conferences and other special events.
- x. Recognize the importance of Ridgewater College in contributing to the city's economy, diversity, identity, activity, arts, entertainment, opportunity, and social fabric.
- y. Continue to maintain, expand, and develop important public/semi-public community facilities, such as the Civic Center, Library, Aquatic Center, parks, and other key activity venues.
- z. Promote the use of the Willmar Municipal Airport as an economic development tool.

- aa. Expand and promote tourism opportunities throughout the greater Willmar area, including the use of our extensive trails, lakes, and parks.

Section B: Public Utilities

1. **GOAL:** To efficiently make available a full range of public utilities throughout the community.
2. **OBJECTIVES:**
 - a. Make public utilities affordable to both residents and business owners.
 - b. Provide public utilities in a manner that reinforces the City's staged growth and redevelopment policies.
3. **POLICIES:**
 - a. Control City expansion by creating an urban growth boundary map based on public utility extension plans and forecasts.
 - b. Encourage new development in areas contiguous to existing development in the City to bring about orderly expansion of public utilities, thus supporting smart-growth land use practices while at the same time preserving parkland and green space.
 - c. Encourage dense development in areas where the soils, water table, and geological features support the efficient extension of public utilities.
 - d. Require a full complement of public utilities such as sewer, water, gas, electricity, telecommunications, broadband, storm sewer/retention ponds, etc.
 - e. In the upgrading of public utilities in redevelopment areas, refine the assessment policies to encourage the continued use and/or redevelopment of these areas.
 - f. Develop and update a public utilities plan and growth boundary map.
 - g. Affirm the City's desire to serve all residents and business with municipal power, etc., and to work with other public and private utility entities in regional service matters.
 - h. Endorse technology advancement in industry and technology growth and awareness throughout the community, especially in new development.
 - i. Promote the expansion and use of the district hot water heating system.

Proposal for 5-year Pilot Program in Opportunity Zone

Fee Incentives:

1. No SAC & WAC Fees
 - Currently \$100/Plumbing Fixture Unit
2. No Building Permit Fees
3. No Land Use Application Fees
 - Currently \$150-400
4. No Sign Permit Fees
 - Currently \$40-70/sign
5. Tax Abatement
 - % levels: based upon amount of investment, reuse vs new construction
6. Free City Land
 - Mostly parking lots currently - would want to see some sort of public underground parking package or additional parking infrastructure

Packages:

These ideas could be a matching grant or possibly a program that comes after we begin seeing new construction. There are a number of examples of these types of programs in other communities - sometimes other organizations & entities also get involved (EDC, Chamber, etc.)

7. Matching Facade Grant (e.g. \$10K match for \$20K worth of improvements)
8. Free Business Plan Development Counseling
9. ~~Student Loan Forgiveness Incentive~~
 - ~~Provided to Opportunity Zone Condo/Coop Buyers~~

Current Code/Ordinance Amendments:

10. Remove weekend/holiday parking restrictions
11. Allow Bar licenses in Opportunity Zone only

Overlay District Zoning:

12. Local Heritage Designation
 - Allows Willmar to designate buildings for renovation only/no demolition; preserve landmark retailers; and potentially save a few architecturally significant homes
13. Maximally open zoning to encourage more walkability and creativity in mixed-use development proposals

Ideal Developments to Encourage:

14. Housing: Mixed Income, Mix of Owner & Rental, Greater Variety and Density
15. Commercial as a component of larger housing development to reposition downtown as an Entertainment & Urban Neighborhood
16. Reuse of heritage designated buildings vs demolition
17. Incentivize/encourage/promote long-standing/landmark businesses through heritage designations

**Note: Draft list of ideas.*

Opportunity Zone Willmar, MN

